DD 2875 SAAR DIRECTIONS



Navy Drug Detection & Deterrence

29 September 2020

By: Brian Hasaan-Willis

OPNAV N170D





New IFTDTL Portal

An official website of the United States government Here's how you know

iFTDTL Portal

Getting Started V Contact Support

Log in



You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- -The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct(PM), law enforcement(LE), and counterintelligence(CI) investigations.
- -At any time, the USG may inspect and seize data stored on this IS.
- -Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- -This IS includes security measures (e.g., authentication and access controls) to protect USG interests-not for your personal benefit or privacy.
- -Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

* □ I Agree

CAC Login

Register as a new user

Program Resources

- DoD Drug Demand Reduction Program (DDRP) Website and Program Resources
- Navy Drug Screening Laboratory, Jacksonville Website @

DOD Drug Testing Laboratory EMail Links

- AFDTL Lackland (Brooks) Lab <u>Contact Information</u>
- Fort Meade Lab (<u>usarmy.meade.medcom-ftdtl.list.msupport@mail.mil</u>)
- Great Lakes Lab (<u>usn.great-lakes.navdruglabgrlil.list.ndslgl-tech-help@mail.mil</u>)
- Jacksonville Lab (usn.ndsljax@mail.mil)
- Tripler Lab (usarmy tripler medcom-ftdtl.list.ftdtl-t-portal@mail.mil)





Getting Started

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iFTDTL Portal



After clicking on the "Getting Started" link, a drop down will appear. Click on "New User Guide" to find the "DD2875 hyperlink.



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- Fort Meade Lab (usarmy meade medcom-ftdtl list msupport@mail.mil)
- Great Lakes Lab (usn.great-lakes.navdruglabgrlil.list.ndslgl-tech-help@mail.mil)
- Jacksonville Lab (usn.ndsljax@mail.mil)
- Tripler Lab (usarmy tripler medcom-ftdtl.list.ftdtl-t-portal@mail.mil)





New User Guide

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Getting Started V Contact Support

Download blank DD 2875 (IFTDTL SAAR Form) by clicking this link.

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New User Guide

Preregistration requirements include the following:

- A completed and signed <u>DD2875</u> System Authorization Access Request (SAAR) dated within the past year. Contact your program office for the latest version and assistance.
- · A valid Cyber Awareness certificate dated within the past year.
- · Complete the user registration Getting Started --> How To Register.
- · Approval from an account administrator.





PART I: User Information

Type of Request:

New users will select "Initial". Current users will select "Modification" to update their accounts or "Deactivation" to have account deleted.

"User ID" field is not used.

All Dates will use the "4 digit YEAR, 2 digit MONTH, 2 digit DAY" format.

SYSTEM AUTH	HORIZATION ACCESS REQUEST	(SAAR)
PRINCIPAL PURPOSE: To record names, signatures, at access to Department of Defer and/or paper form. ROUTINE USES: None.		ng the trustworthiness of individuals requestin Records may be maintained in both electronic
TYPE OF REQUEST		DATE (YYYYMMDD)
SYSTEM NAME (Platform or Applications)		LOCATION (Physical Location of System)
iFTDTL access		JBSA San Antonio, TX
PART I (To be completed by Requestor)	500 Ca 1 A SUSPENS (201-40 POL) (8) (1)	
NAME (Last, First, Middle Initial)	2. ORGANIZATION	
3. OFFICE SYMBOL/DEPARTMENT	4. PHONE (DSN or Commerce	ial)
5. OFFICIAL E-MAIL ADDRESS	6. JOB TITLE AND GRADE/R	ANK
7. OFFICIAL MAILING ADDRESS	8. CITIZENSHIP V.S. FN Other	9. DESIGNATION OF PERSON Military Civilian Contractor
10. IA TRAINING AND AWARENESS CERTIFICATION R		user or functional level access.)
11. USER SIGNATURE	TO COMMAN AND AND AND AND AND AND AND AND AND A	12. DATE (YYYYMMDD)
(Printed Name)		





PART I: Information

PART I: Enter the information in each block.

Block 2, command name.

Block 6, the position you are requesting access for, pay grade and rank. For non military enter their paygrade, and the rank will be "CIV".

Mark the appropriate boxes for blocks 8 and 9.

SYSTEM AUTHO	RIZATION ACCESS REQUES	T (SAAR)
	PRIVACY ACT STATEMENT	
PRINCIPAL PURPOSE: To record names, signatures, and of		
ROUTINE U3E3: None.		requested information may impede, delay
TYPE OF REQUEST Initial Modification Deactivation	☐ User ID	DATE (YYYYMMDD)
SYSTEM NAME (Platform or Applications) iFTDTL access		JBSA San Antonio, TX
MILL I from a combinion of rindonnial	Water Committee	
NAME (Last, First, Middle Initial)	2. ORGANIZATION	
3. OFFICE SYMBOL/DEPARTMENT	4. PHONE (DSN or Comme	rcial)
5. OFFICIAL E-MAIL ADDRESS	6. JOB TITLE AND GRADE	/RANK
7. OFFICIAL MAILING ADDRESS	8. CITIZENSHIP U.S. FN	9. DESIGNATION OF PERSON Military Civilian Contractor
10. IA TRAINING AND AWARENESS CERTIFICATION REC		or user or functional level access.)
11. USER SIGNATURE		12. DATE (YYYYMMDD)
(Printed Name)		





PART I: Cyber Awareness and Signature

IA TRAINING AND AWARENENSS CERTIFICATION REQUIREMENTS: Block 10 must be checked and dated.

USER SIGNATURE:

Block 11: DO NOT digitally sign yet!

Complete information in blocks 26 and 27, then return to block 11 to digitally sign to lock user information.

SYSTEM AUTHORIZ	ATION ACCESS REQUES	T (SAAR)
AUTHORITY: Executive Order 10450, 9397; and Put PRINCIPAL PURPOSE: To record names, signatures, and other access to Department of Defense (Dot and/or paper form. None.	identifiers for the purpose of valida b) systems and information. NOTE ary; however, failure to provide the	
TYPE OF REQUEST Initial Modification Deactivation	User ID	DATE (YYYYMMDD)
SYSTEM NAME (Platform or Applications) iFTDTL access		JBSA San Antonio, TX
PART I (To be completed by Requestor)	West Service and Control of the Cont	18
NAME (Last, First, Middle Initial)	2. ORGANIZATION	
3. OFFICE SYMBOL/DEPARTMENT	4. PHONE (DSN or Comme	rcial)
5. OFFICIAL E-MAIL ADDRESS	6. JOB TITLE AND GRADE	/RANK
7. OFFICIAL MAILING ADDRESS	8. CITIZENSHIP U.S. FN Other	9. DESIGNATION OF PERSON Military Civilian
IA TRAINING AND AWARENESS CERTIFICATION REQUIRE If have completed Annual Cyber/Information Awareness Tranin		or user or functional level access.)
11. USER SIGNATURE		12. DATE (YYYYMMDD)
(Printed Name)		





PART II: Endorsements

An example for "Justification for Access" is for user job description, example:

"Required for duties as command UPC for RRU 12345. PRD (Military)/CAC Expiration (Civilians): MM/DD/YYYY." and user DODID.

Block 14, "Authorized" should be checked for those having "Non-Privileged Roles". Check "Privileged" for those that have "Privileged Roles".

All users have unclassified access; block 15 is not editable.

Block 16 must be checked certifying the need for the access being requested.

Block 16a is for contractors.

13. JUSTIFICATION FOR ACCESS						
DOD ID:						
14. TYPE OF ACCESS REQUIRED:	⊠Authorized	_	Privileged			
15. USER REQUIRES ACCESS TO:	☐ Other)	CLASSIFIED (Specify categor	ory)		
16. VERIFICATION OF NEED TO KNO I certify that this user requires ac			16a. ACCESS EXPIRATION D. Contract Number, Expiration			
17 SUPERVISOR'S NAME (Print Nam	e)	18.5	I IPERVISOR'S SIGNATURE		10 DATE /VV	VYMMDDI
20. SUPERVISOR'S ORGANIZATION	/DEPARTMENT	20a.	SUPERVISOR'S E-MAIL ADDRE	ESS	20b. PHONE N	IUMBER
21. SIGNATURE OF INFORMATION C	OWNER/OPR	200	21a. PHONE NUMBER		21b. DATE (Y)	YYYMMDD)
22. SIGNATURE OF IAO OR APPOIN	TEE	23. C	DRGANIZATION/DEPARTMENT	24. PHO	NE NUMBER	25. DATE (YYYYMMD)





PART II: Supervisor Endorsements

Command Master Chief or the Senior Enlisted Advisor will serve as the supervisor. Fill in all supervisor blocks 17 through 20b.

Digitally sign in block 18 last because once that happens all blocks will be locked.

13. JUSTIFICATION FOR ACCESS						
DOD ID:						
14. TYPE OF ACCESS REQUIRED:			Privileged			
15. USER REQUIRES ACCESS TO:	☐ Other	D	CLASSIFIED (Specify catego	ry)		
16. VERIFICATION OF NEED TO KN	ow		16a. ACCESS EXPIRATION DA Contract Number, Expiratio			
rectury triat triis user requires a	ccess as requested		V			out,
17. SUPERVISOR'S NAME (Print Nar.	ne)	18. S	UPERVISOR'S SIGNATURE		19. DATE (YY)	YYMMDD)
20. SUPERVISOR'S ORGANIZATION	WDEPARTMENT	20a.	SUPERVISOR'S E-MAIL ADDRE	SS	20b. PHONE N	UMBER
	OWNER/OPR	70	21a_PHONE NUMBER		21h DATE (YY	YYMMDD)
21 SIGNATURE OF INFORMATION						1
21 SIGNATURE OF INFORMATION.						





PART II: Commanding Officer Endorsements

DO NOT PUT ANYTHING IN BLOCKS 21 THROUGH 21b.

Information Assurance
Officer (IAO) or Appointee
is for the Commanding
Officer/ Officer in Charge or
By Direction signature.

Fill in blocks 23 through 25 then digitally sign in block 22 last.

Digitally signing in block 22 locks blocks 22 through 25.

13. JUSTIFICATION FOR ACCESS					
DOD ID:					
14. TYPE OF ACCESS REQUIRED: Authorized		Privileged			
5. USER REQUIRES ACCESS TO: UNCLASSIFIED Other	ED	CLASSIFIED (Specify categor	ry)		
6. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requeste	ed 🔲	16a. ACCESS EXPIRATION DA Contract Number, Expiration			
17. SUPERVISOR'S NAME (Print Name)	18. 5	SUPERVISOR'S SIGNATURE		19. DATE (YY	YYMMDD)
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT	20a.	SUPERVISOR'S E-MAIL ADDRE	ss	20b. PHONE N	IUMBER
21. SIGNATURE OF INFORMATION OWNER/OPR	4/0	21a. PHONE NUMBER		21b. DATE (Y	YYYMMDD)
22. SIGNATURE OF IAO OR APPOINTEE	100.0	DRGANIZATION/DEPARTMENT	Lot Buo	NE NUMBER	25. DATE TYYYMMD
2. SIGNATURE OF IAO OR APPOINTEE	23. 0	DRGANIZATION/DEPARTMENT	24. PHO	NE NUMBER	25. DATE (YYYYMMD





Block 27: Non-Privileged Roles

Non-Privileged Roles:

WebDTP Application: Import rosters, perform selections, produce testing products, and reports. Results: Access Urinalysis Testing Results.

MRO: Positive results with MRO confirmation.

WebDTP Container: A container is equivalent to a database in the DTP Desktop application. It is a workspace where users can access rosters and produce drug testing paperwork.

Results Reporting Unit (RRU): An RRU is the equivalent to UIC.

Affiliated Reporting Group (ARG): An ARG is a collection of RRUs; it is equivalent to a MAJCOM in the legacy portal.

Service Component: Identifies ALL Navy users.

Organization: Is where the list UICs will be places per role.

7. OPTIONAL INFORM	IATION (Additional information)	
Non-Privilege	d Roles and Levels of Access (see IFTDTL Instr	ructions)
IFTDTL Roles	IFTDTL Levels of Access	Organization
WebDTP Application	Container	
Results	Results Reporting Unit Affiliated Reporting Group Service Component	
☐ MRO	Results Reporting Unit Affiliated Reporting Group Service Component	
Privileged Rol	les and Levels of Access (see iFTDTL Instructio	ns) Organization
User Administration	Results Reporting Unit Service Component	
RRU Administration	Service Component	
WebDTP Cntr Administration	Results Reporting Unit Service Component	
	As designated by unit requirements:	





Block 27: MRO Role

MRO is for the Medical Review Officer Staff only.

DO NOT CHECK ANYTHING IN THIS SECTION.

	d Roles and Levels of Access (see iFTDTL Instru	•
IFTDTL Roles	IFTDTL Levels of Access	Organization
WebDTP Application	Container	
□ Results	Results Reporting Unit Affiliated Reporting Group	
_ nesuits	Service Component	
	Results Reporting Unit Affiliated Reporting Group	
MRO	Service Component	
Privileged Ro	les and Levels of Access (see iFTDTL Instruction	۵)
	-	•
IFTDTL Roles	IFTDTL Levels of Access	Organization
_	IFTDTL Levels of Access Results Reporting Unit Service Component	•
IFTDTL Roles	IFTDTL Levels of Access Results Reporting Unit Service Component Service Component	•
User Administration	IFTDTL Levels of Access Results Reporting Unit Service Component Service Component Results Reporting Unit Service Component	•
User Administration RRU Administration WebDTP Cntr	IFTDTL Levels of Access Results Reporting Unit Service Component Service Component Results Reporting Unit Service Component	•





Block 27: Privileged Roles

Privileged Roles are for Service Component Accounts only.

DO NOT CHECK ANYTHING IN THIS SECTION.

IFTDTL Roles	IFTDTL Levels of Access	Organization
WebDTP Application	Container	
Results	Results Reporting Unit Affiliated Reporting Group Service Component	
MRO	Results Reporting Unit Affiliated Reporting Group Service Component	
rivileged Rol	es and Levels of Access (see iFTDTL Instructions)	Organization
User Administration	Results Reporting Unit Service Component	Organization
RRU Administration	Service Component	
	Service Component Results Reporting Unit Service Component	





UPC Roles

iFTDTL Roles	iFTDTL Levels of Access	Organization
WebDTP Application	Container	
Results	Results Reporting Unit Affiliated Reporting Group Service Component	
MRO	Results Reporting Unit Affiliated Reporting Group Service Component	

UPCs who need to run test should check the following:

IFTDTL Roles: WebDTP Application

iFTDTL Levels of Access: Container

Organization: All 5 digit RRUs you have oversight of.

UPCs who need to view results should check the following:

IFTDTL Roles: Results

iFTDTL Levels of Access: Results Reporting Unit

Organization: All 5 digit RRUs you have

oversight of.





DAPA Roles

iFTDTL Roles	iFTDTL Levels of Access	Organization
WebDTP Application	Container	
Results	Results Reporting Unit Affiliated Reporting Group Service Component	
☐ MRO	Results Reporting Unit Affiliated Reporting Group Service Component	

DAPAs should check the following:

IFTDTL Roles: Results

iFTDTL Levels of Access: Results Reporting Unit

Organization: All 5 digit RRUs you have oversight of.





ADCO Roles

iFTDTL Roles	iFTDTL Levels of Access	Organization	
WebDTP Application	Container		
Results	Results Reporting Unit Affiliated Reporting Group Service Component		
MRO	Results Reporting Unit Affiliated Reporting Group Service Component		

ADCOs should check the following:

IFTDTL Roles: Results

iFTDTL Levels of Access: Affiliated Reporting Group

Organization: The primary 5 digit RRU for your ARG.





PART III: SECURITY MANAGER

PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION				
28. TYPE OF INVESTIGATION		28a. DATE OF INVESTIGATION (YYYYMMDD)		
28b. CLEARANCE LEVEL		28c. IT LEVEL DESIGNATION C LEVEL II C LEVEL III		
29. VERIFIED BY (Print name)	30. SECURITY MANAGER TEI EPHONE NI IMPER	31. SECURITY MA	NAGER SIGNATURE	32. DATE (YYYYMMDD)

To be addressed by the account requestors Security Manager or representative.

Type of background investigation: the user's last type of background investigation (i.e., NAC, NACI, or SSBI), Clearance Level if Secret or Top Secret, or None. IT Level Designation (I, II, III), and the Security Manager or representative information and electronic signature. An digital signature in block 31 will lock all PART III fields.





How to Register

An official website of the United States government Here's how you know

iFTDTL Portal

Getting Started V Contact Support

How To Register



iFTDTL Portal Account Registration Overview

The Account Registration page provides new users the ability to request access to the iFTDTL Portal and WebDTP. Once submitted, an account administrator will approve or deny access, set roles and level of access. A DD FORM 2875 System Authorization Access Request (SAAR) and a valid Cyber Awareness certificate date are required; both dated within the past year.

Account Registration

Access the iFTDTL Portal, Click the "I Agree" check box for accessing a U.S. Government Information System, and then click on the New User Registration link. You will select the Authentication certificate from your CAC and enter your CAC PIN.

User Registration

Enter the required information as denoted by the red asterisks. The First, Last, Middle names (if available), and DoD ID are prefilled from the users CAC. Either the Work Phone Number or DSN are required, both are acceptable. The upload of the DD Form 2875 SAAR is also required to complete registration.

The requester can also enter special instructions or comments for their administrator. Once complete, displayed are, click the "Register" button, a thank you message and a "Back to Login" button.

When registering for a new account, it remains in a NEW (disabled) state until the Account Administrator approves it and applies Roles and Level of Access.





NEW USER REGISTRATION

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I Agree

CAC Login

Register as a new user

Click the "I AGREE" box.

Program Resources

Click the "Register as a new user" link.

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- Great Lakes Lab (<u>usn.great-lakes.navdruglabgrlil.list.ndslgl-tech-help@mail.mil</u>)
- Jacksonville Lab (<u>usn.ndsljax@mail.mil</u>)
- Tripler Lab (<u>usarmy.tripler.medcom-ftdtl.list.ftdtl-t-portal@mail.mil</u>)







NEW USER DD 2875

To upload your completed DD 2875:

- Save your completed SAAR to your desktop.
- Log on to the IFTDTL PORTAL.
- Click on the "Register as a new user" link.
- Fill out the information in the in the blocks provided.
- Click the "Choose File" button.
- Find your SAAR on your Desktop to upload and submit it.
- It will then be added to a que for administrators to process.
- Once processed by an administrator, you will receive an email from the system that your account has updated.



UNCLASSIFIED



EXISTING USER DD 2875

Your completed DD 2875:

- Save your completed SAAR to your desktop.
- Get a copy of your latest Cyber Awareness Certificate.
- Email your completed SAAR and Cyber Awareness Certificate to MILL DTAMIN@NAVY.MIL
- Once processed by an administrator, you will receive an email from the system that your account has updated.





WHEN YOU CAN'T LOG IN?

- Failure to log in every 30 days.
- Failure to maintain a SAAR with valid Cyber Awareness dates will cause your account to be disabled and unavailable for use.
- If your account reaches its expiration date it will automatically be deleted from the system.
- If you are not logging in from a .mil email address the system will deny you access.





IFTDTL CONTACT INFORMATION

Call or email us with any questions or for assistance with IFTDTL accounts:

901-874-2458 (DSN) 882

Email: MILL_DTADMIN@NAVY.MIL



